



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

QUARTERLY GIFT PACKAGE

OFFENDER NAME (Print) \_\_\_\_\_ DOC NUMBER \_\_\_\_\_

An inmate at the Mission Creek Corrections Center for Women (MCCCW) may receive one gift package per quarter (see below). Packages will be recorded in the quarter in which they are received at MCCCW. The outside wrapper of the package must include the return address of the sender; the inmate's committed name, DOC number, Unit Designation, and MCCCW'S address. Overweight packages, packages without a return address, 2<sup>nd</sup> quarterly package arriving in the same quarter, and C.O.D. shipments will be refused without being processed. No other gift packages or overweight packages are authorized without the written authorization of the MCCCW Superintendent.

**SENDER:** This is your authorization to send one gift package to the inmate named above for one of the following quarters: (inmate specifies)

☐ Dec, Jan, Feb

☐ Mar, April, May

☐ June, Jul, Aug

☐ Sept, Oct, Nov

YOU MAY ONLY SEND THE FOLLOWING ITEMS AND THE PURCHASE PRICE MAY NOT EXCEED THE VALUE SHOWN.

TOTAL # Inmate May Possess at one time	Description	Value (each)	Total # Inmate May Possess at one time	Description	Value (each)
1 ea- <b>Wristwatch</b>	Time, day, date, alarm, Stopwatch functions only, no gems/stones	\$100.00	1 ea- <b>Wedding Band</b>	No gems/stones (Marriage certificate on file first.)	\$100.00
2 pair – <b>Glasses/Contacts</b>	All glasses/contacts in non-metal cases (HSR on file)	\$150.00	1 ea – <b>Neck Chain</b>	24" length maximum, no gems/stones	\$50.00
1 ea – <b>Medallion-Religious</b>	No larger than 2", no gems/stones	\$50.00	1 – pair <b>Sunglasses</b>	Non-reflective, no mirrored	\$20.00
3 – pair <b>Shoes</b>	Sneakers, dress, or sandals 6" or less from the bottom of the heel to the top of the shoe, heel less than 1" thick, no metal toes, meshes, zippers or hooks. No "pockets", all shoes must pass metal detector	\$100.00	<b>Books</b>	Books purchased for offender by a 3 <sup>rd</sup> party are considered a quarterly package. NOTE: Books may NOT be included in a quarterly package containing other items, as books must come directly from the vendor. Limit 10	
1 pair – <b>Earring</b>	Post-type only, no gems/stones, no larger than 8mm (1/4")	\$15.00	2 ea- <b>Handkerchiefs</b>	White only no designs. No larger than 12" x 12"	\$ 2.00

TO THE OFFENDER:

It is necessary for the institution to regulate packages. You are responsible for completing this form and mailing it to the person you wish to send you a package.

**This form must be filled out and mailed early enough so that the package arrives during the quarter you have identified above. (This authorization form must be inside the box.)**

OFFENDER NAME \_\_\_\_\_ DOC NUMBER \_\_\_\_\_ Room# \_\_\_\_\_

OFFENDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
Property Sgt. Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CUS Signature

\_\_\_\_\_  
DATE

**The total weight of the package including the box and wrapping may not exceed 15 pounds and this authorization form must be inside the box.** Overweight packages, packages without a return address, a second quarterly package arriving in the same quarter, and C.O.D. shipments will be refused without being processed. Each acceptable package will be processed, inspected and searched. In the event the package contains an unauthorized item(s); the item(s) will be restricted from entering MCCCW. However, the remaining authorized item(s) will be delivered to the inmate. **By DOC Policy Directive 450.100 Mail for Offenders, the inmate is responsible for the return shipping costs of any restricted item(s).**

**Please keep in mind:**

- If illegal contraband is found, the entire package will be turned over to local law enforcement for possible prosecution; and
- If contraband is found not requiring local law enforcement intervention, the contraband will be disposed of in accordance with DOC Policy Directive 420.375 Contraband Management.

**TO THE INMATE:**

It is necessary for the facility to regulate packages sent to you. **YOU** are responsible for completing this form and sending it to the person you wish to send a package to you. **YOU** must send this form early enough so that the package will arrive in the quarter that you have identified above. This document is provided as an authorization to receive a package and as a general guide to applicable restrictions. **THIS DOCUMENT DOES NOT COVER ALL POSSIBLE RESTRICTIONS AND IT IS YOUR RESPONSIBILITY TO BE AWARE OF RESTRICTION CHANGES AND TO NOTIFY YOUR FRIENDS/FAMILY OF RESTRICTION CHANGES.**

**TO THE SENDER – RESTRICTIONS – GUIDELINES:**

- Footwear must be **new**.
- All dark colors, red, black, navy blue, forest green, burgundy, purple, brown, and/or colors/styles such as camouflage, animal skin prints are not authorized.
- **Do not** enclose written materials (except this authorization form and the store tags), books, magazines, photographs, cards, etc., in the package.
- **Do not** gift wrap any item, as the wrapping will be destroyed during inspection.

**PROHIBITED ITEMS:**

- No personal clothing.
- Shoes with "pockets" which allow the wearer to change the color of logo.
- Any item not specifically authorized by the matrix attached to DOC Policy Directive 440.000 Personal Property for Offenders and/or MCCCW Operational Memorandum 440.000 Personal Property for Inmates and/or Administrative Bulletins

**PROHIBITED COLORS:**

Inmates are prohibited from possessing personal items in the following colors:

- Red
- Navy or dark blue (except jeans)
- Black (except socks, shoes & belt)
- Burgundy
- Light blue
- Animal skin prints
- Any dark color, e.g., forest green, chocolate brown, etc.

Distribution: Property Room, Housing Unit, Offender Copy